

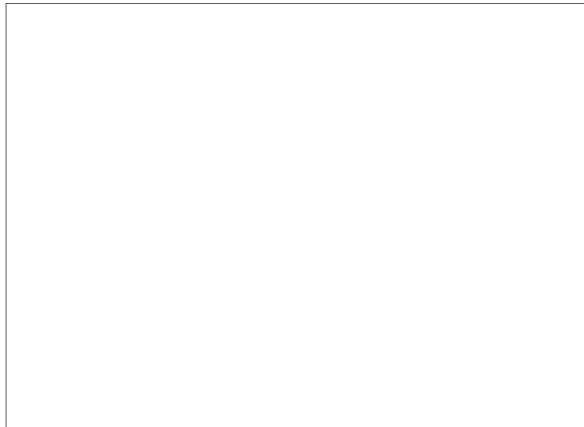
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SUMMARY OF THE EXECUTIVE BOARD MEETING

10 September 1981

EB 81-03

Members in Attendance Were:



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AGENDA ITEM: The Proposed HRD/SSD Consolidation - Presented
by [redacted] OC-SSD

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The meeting was opened by [redacted] with the comment that for some time now the Office has been looking at ways to more effectively serve its employees. That the proposed consolidation of HRD and SSD will hopefully accomplish this and the Office should end up with more effective use of personnel, space, and possibly some reduction in slots. He said that the purpose of the meeting was to make the Board Members aware of the direction and shape of the new organization. [redacted]

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[redacted] began his presentation with an explanation of the present HRD/SSD configuration. He pointed out areas of duplication and conflicting responsibility and some of the confusion that has resulted because of it. Using

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viewgraphs he went on to show the current HRD/SSD similarities and differences, pointing out areas of confusion that now exist in many of the principle functions. He followed this with a description and explanation of the proposed HRD/SSD consolidation plan which is to form a new OC Division, the Human Resources Management Division (HRMD). He also addressed the creation of a Senior Support Assistant position. The position would serve as a primary advisor to the D/CO and would assume many of the General Administrative functions now resident in SSD. [redacted]

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Continuing, [redacted] proceeded to describe the functions of the individual HRMD Branches, Sections and Teams. During the course of this part of the presentation Board Members raised questions regarding the necessity for, or the responsibilities and functions of the Planning Officer, the RYBAT Officer, and individual Branches and Teams. The question was also asked as to whether the proposed merger would result in any manpower savings and reduction in slots. Messrs. [redacted] addressed all of the questions raised. It was stated that no manpower savings were predicted in the near term but that there may be some later on. [redacted] added that he would prefer to wait until the new organization was functioning effectively before looking at ways to realize manpower savings. [redacted]

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The proposed transfer of the Logistics responsibilities to FND was questioned by [redacted]. He asked for an explanation of the functions and responsibilities of the position. These were subsequently provided. A short discussion ensued among the Board Members as to where the position should most appropriately reside; FND or HRMD. It was agreed that because of the wide variety of responsibilities it could be placed in either Division. Mr. [redacted] proposed that the details regarding this position be worked out among the concerned Division Chiefs after the meeting. [redacted]

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[redacted] asked about the organizational placement of the OC Library which was conspicuously left off of the reorganization chart. [redacted] replied that the Library, along with the Information Control Branch (ICB), would not be part of HRMD, although no firm decision had yet

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been made as to their placement. [redacted] said he would get together with [redacted] to discuss the Library. (Subsequently, the D/CO concluded that the Library would be placed under the cognizance of OC-ED.)

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The subject of the timetable for the consolidation was raised and the formal transfer of some functions was tentatively scheduled for 1 October 1981. [redacted] asked the Division Chiefs to raise questions and offer suggestions on how to improve the proposed organization. In order to meet the 1 October schedule however, he asked that a consolidation plan be formulated and approved no later than early in the week of 14 September 1981. The Division Chiefs were directed to work out the details with Messrs. [redacted] and [redacted]

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[redacted]
Secretary

APPROVED:

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[redacted]
Director of Communications

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Next 9 Page(s) In Document Denied